



# An Roinn Oideachais Department of Education

## Request for Access to Records under the Freedom of Information Act 2014

You may use this form to apply under the Freedom of Information Act 2014, for records held by the Department of Education. This form can be submitted by post or email.

In order to ensure prompt processing of your request, please only submit your request once by either post or email.

To: Freedom of Information Officer  
Department of Education  
Data Compliance & Support Section  
Floor 1, Block 2  
Marlborough Street  
Dublin 1  
DOI RC96

Email: [foi@education.gov.ie](mailto:foi@education.gov.ie)

### STANDARD REQUEST FORM:

#### Details of Applicant:

Surname:

First name:

Postal Address:

Contact phone number (daytime):

Email:

#### Form of Access:

Sráid Maoilbhríde, Baile Átha Cliath 1, D01 RC96

Marlborough St, Dublin 1, D01 RC96

[www.gov.ie/education](http://www.gov.ie/education)



# An Roinn Oideachais Department of Education

My preferred form of access is (tick as appropriate):

- Receive copies of the records electronically
- Other

Please specify if other:

## Details of Request:

In accordance with **Section 12 of the Freedom of Information Act 2014**, I request access to records which are (please tick as appropriate):

- Personal
- Non-personal

**IDENTIFICATION MUST BE PROVIDED BY THE PERSON REQUESTING INFORMATION WHERE THE REQUEST IS PERSONAL IN NATURE.**

**COPIES ONLY** of Driver's Licence, Passport or Public Service Card.

Failure to provide identification will delay the processing of your application.

Identification Provided:

## Records Description:

In the space provided, **please describe the records as clearly as you can**. You should be as specific as possible to enable the information to be identified easily and, where possible, indicate the time-frame which applies to your request, e.g. January 2023 – June 2023.

If you are requesting **Personal Information**, please state precisely in whose name those records are held. Please give any variations of name which may be relevant, e.g. Murphy and O'Murchú. It is not usual to be given access to personal information of another person unless you have obtained the written consent of that person.



**An Roinn Oideachais**  
**Department of Education**

I request the following records:

If a solicitor is acting on your behalf, please give their name and address below:

Solicitor's Name:

Address:

Email:

Telephone:

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



# An Roinn Oideachais Department of Education

*The Department of Education will use the data you provide solely for the purpose intended.  
The information will only be disclosed as permitted by law.*

[Department of Education Privacy Notice](#)